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## JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION ADVISORY COMMISSION

Notice of Meeting on Tuesday, **February 24, 2026, at 3 pm**

Juan de Fuca Local Area Services Building, #3 – 7450 Butler Road, Otter Point, BC

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### AGENDA

1. Territorial Acknowledgement
2. Elections
3. Approval of Agenda
4. Adoption of Meeting Minutes of November 25, 2025
5. Chair's Report
6. Director's Report
7. Commissioner Reports
8. Staff Reports
  - a) Operational Update
  - b) Fees and Charges – Verbal Report
9. Motion to Close the Meeting
  - a) That the meeting be closed for Security of Property in accordance with Section 90(1)(d) of the *Community Charter* and for Land Acquisition in accordance with Section 90(1)(e) of the *Community Charter*
10. Next Meeting: March 24, 2026
11. Adjournment



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**Minutes of a Meeting of the  
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission  
Held Tuesday, November 25, 2025, at the Juan de Fuca Local Area Services Building,  
3 – 7450 Butler Road, Otter Point, BC**

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**PRESENT:** S. Jorna (Chair), V. Braunschweig, T. Guenard, S. McAndrews (EP),  
S. McKay, P. Sloan, E. Stepura, Director A. Wickheim  
**Staff:** I. Lawrence, Senior Manager, JdF Administration; J. Boquist, Manager, JdF  
Parks and Recreation; W. Miller, Recorder

**ABSENT:** C. Lacroix

**PUBLIC:** 3

EP – Electronic Participation

The meeting was called to order at 3:01 pm.

**1. Territorial Acknowledgement**

The Chair provided a Territorial Acknowledgement.

**2. Approval of the Agenda**

**MOVED** by Commissioner Braunschweig, **SECONDED** by Commissioner Sloan that the agenda be approved. **CARRIED**

**3. Adoption of Minutes from the Meeting of October 28, 2025**

**MOVED** by Commissioner Guenard, **SECONDED** by Commissioner Stepura that the minutes from the meeting of October 28, 2025, be adopted. **CARRIED**

**4. Chair's Report**

The Chair provided positive comment regarding the tree planting event held in conjunction with Tree Canada on November 14 to celebrate completion of the Wieland Trail boardwalk.

**5. Director's Report**

The Chair thanked staff for its work on the Weiland Trail, Butler Park and Fishboat Bay projects and thanked the membership for its ongoing support.

**6. Commissioner Reports**

Port Renfrew – The Park

- grounds are looking good after the recent clean-up by the parks crew
- sequoia tree bed is starting to become overgrown

Shirley – Flea Beach

Further to comment made at that last meeting, Iain Lawrence confirmed that the Ministry of Transportation and Transit has expressed its support for retaining the Licence of Occupation for the Flea Beach foreshore access, currently held by the Sheringham Point Lighthouse Preservation Society.

Shirley – Sheringham Point Trail

- trail is looking good after recent clean-up done by the parks crew

Otter Point – Elrose Park

- the Otter Point Community Association (OPCA) has relayed positive comment regarding recent flail mower work at the park and overall progress of the community hall project

Otter Point – Kemp Lake Dock

- the OPCA has relayed positive comment regarding the dock extension at Chubb Road

East Sooke – Copper Mine

- grounds are looking good after the recent leaf removal and clean-up done by the parks crew

East Sooke – Seagirt Ponds

- Seagirt Ponds Preservation Society held an educational session at the East Sooke Community Hall on November 17

Willis Point – Invasive Species

- reports of holly and daphne have been received and will be directed to BC Parks

## 7. Staff Reports

### a) Zoning Amendment Application RZ000287 - Lot 3, Sections 84 and 88, Sooke District, Plan VIP72026 (5700 Block East Sooke Road)

Jessica Boquist spoke to the application to zone part of the subject property to Rural Residential 6A (RR-6A) in order to permit a 4-lot subdivision. It was advised that the proposed lot configuration will require the provision of park land or cash in lieu equivalent.

The proposed subdivision plan, Parkheights Drive neighbourhood and transportation gaps identified by the Active Transportation Plan were highlighted. Official Community Plan policies supporting road safety and the development of an off-street network linking neighbourhoods, community focal points and parks were outlined.

Staff confirmed that the application agent was present.

The agent stated that the property owner supports cash-in-lieu of park land dedication.

Commission discussion ensued regarding options for trail along East Sooke Road or an active transportation connection to the commercial node at the Gillespie intersection.

**MOVED** by Commissioner Jorna, **SECONDED** by Commissioner McKay that the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission state to the Juan de Fuca Land Use Committee that it considered Zoning Amendment Application RZ000287 and that its preference is for cash-in-lieu of parkland at the time of subdivision.

**CARRIED**

**b) Zoning and Official Community Plan Amendment Application RZ000289 - Lot A, District Lot 87, Renfrew District, Plan VIP85195 (9730 West Coast Road)**

Jessica Boquist spoke to the application to zone a 0.5 ha portion of the subject property to a new Commercial Rural Market (C-2) zone, and to zone the remaining 3.5 ha portion to the Rural Residential 3 (RR-3) zone.

The subject property, site plan and transportation gaps identified by the Active Transportation Plan were highlighted. Official Community Plan policies supporting statutory rights-of-way to support road safety and the development of an off-street network linking neighbourhoods, community focal parks and commercial nodes were outlined.

It was confirmed that the Chair and the Shirley representative visited the site. Site visit observations included:

- the public has established an informal path on the opposite side of the highway barrier that runs beside the subject property to avoid walking along Highway 14
- establishment of a statutory right-of-way would provide future opportunity to provide a safe walking route to French Beach and to the commercial node near French Beach
- posted speed limit along Highway 14 in the subject area is 80 km/h

Commission comments included:

- safety is a paramount consideration
- establishment of a statutory right-of-way along the subject property would encourage highway crossing
- establishment of a statutory right-of-way along the subject property would provide a safe off-street trail
- residential density is located to the south of the highway
- proposed market would also see vehicle visitations

Staff confirmed that the applicant was present.

The applicant responded to a question from the Commission stating that eighteen parking stalls are being considered at this time.

Staff responded to a question from the Commission advising that an active transportation corridor on the north side of the highway is currently being considered under two development applications in the Sandcut Beach area.

**MOVED** by Commissioner Jorna, **SECONDED** by Commissioner Guenard that the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission state to the Juan de Fuca Land Use Committee that the Commission's interests are affected by the proposal (RZ000289) and that the Commission supports the zoning and OCP amendment application subject to advancing the Active Transportation Plan's objectives by establishing a statutory right-of-way along West Coast Road.

**CARRIED**

**c) Operational Update**

Jessica Boquist provided an overview of the report.

**d) 2026 Budget**

Jessica Boquist reported that the Commission's bylaw, Bylaw No. 3763, directs that the Commission recommend approval of its budgets annually. Proposed budget increases, reserve funds and the five-year Capital Plan were highlighted.

Iain Lawrence confirmed that the transition plan for the new Electoral Areas Department recommended increasing the Parks and Recreation Manager position to full-time and that the CRD Board approved the preliminary budget in October. It was further confirmed that the average household, based on the next assessment year, would see an approximate tax increase of \$28.00 as a result in the increase to the parks budget and a decrease to the recreation budget.

Commissioner McAndrews left the meeting at 4:50 pm.

**MOVED** by Commissioner Braunschweig, **SECONDED** by Commissioner Guenard that the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission recommends approval of the 2026 Community Parks budget and the 2026 Community Recreation budget, as presented.

**CARRIED**

The Director provided positive feedback regarding staff's effective efforts to develop community parks in a rural context.

**e) Meeting Schedule – Verbal Report**

Jessica Boquist advised that the Commission discussed moving to a bi-monthly meeting schedule at its October meeting to allow more time for staff to focus on capital projects and service delivery. At the Chair's request, the item has been brought back for further discussion.

Jessica Boquist stated that staff are proposing moving from nine meetings to five meetings per a year with the option of scheduling special meetings, as required.

The Chair and the Director stated support for retaining the monthly meeting schedule, with the option to cancel meetings, in consultation with the Chair, to support continuity of thought and cohesiveness.

Commission members stated support for receiving notice of meeting cancellations as far in advance as possible.

**8. Next Meeting**

At the Chair's request, discussion regarding Fees and Charges will continue in the new year.

The next meeting is scheduled for January 27, 2026.

**9. Adjournment**

The meeting adjourned at 5:04 pm.

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Sid Jorna, Chair

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Wendy Miller, Recorder



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**STAFF REPORT TO THE  
JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION ADVISORY COMMISSION  
MEETING OF TUESDAY, FEBRUARY 24, 2026**

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**SUBJECT**    **Operational Update**

**ISSUE SUMMARY**

To provide the JdF EA Parks and Recreation Advisory Commission with updated information on community park operations in the Juan de Fuca Electoral Area.

**PORT RENFREW**

**Lot 64 / Beach Camp Community Park**

- **Playground Replacement Project:** Installation will proceed following authorization of an alteration permit and consultation with Port Renfrew and Pacheedaht families.
- **Trail Improvements:** Anti-slip treads were installed on the staircase connecting Parkinson Road to the waterfront to improve user safety.

**Port Renfrew Community Centre**

- **Drainage and Accessibility Improvements:** Staff installed a French drain to address water issues at the building entrance and constructed a gravel ramp to improve accessibility and reduce tripping hazards.
- **Building Condition Assessment:** Priority repairs for 2026–2027 include replacement of the furnaces, propane tank and distribution lines, and the exterior entrance canopies. Work will begin with furnace replacement, anticipated early spring.
- **Community Use:** The Song & Surf Music Festival was issued a permit to use the Community Centre during the Family Day long weekend.

**SHIRLEY**

**Fishboat Bay Community Park**

- **Staircase Replacement:** Construction is expected to begin in mid-to-late February and take approximately 2–3 weeks. Beach access will be closed during construction, with closure notices posted on site once dates are confirmed.
- **Parking Lot Construction:** Grubbing of the existing roadway is complete. The conceptual design is being revised to reflect existing conditions, reducing project costs and minimizing impacts to surrounding trees while retaining the large Sitka spruce at the southeast corner. Construction is anticipated to begin in March or April.
- **Viewing Area and Accessible Trail Realignment:** Site investigations identified an opportunity to create an accessible picnic and viewing area by clearing salmonberry vegetation west of the staircase. Staff are assessing feasibility and will provide an update at the next Commission meeting.

**Priest Cabin Community Park**

- **Interpretive Signage:** Staff have been collaborating with the Sooke Region Museum to develop an interpretive sign about the cabin in Priest Cabin Community Park. A complete list of possible interpretive signage will be shared with commissioners at the March strategic planning session.
- **Trail Maintenance:** Staff conducted a site inspection during the December atmospheric river to document where the water causing erosion is coming from. Staff will seek an agreement with the landowner to slightly realign the trail in two sections.

### **Sheringham Point Community Park**

- Trail Maintenance: Staff cleared several fallen trees to restore safe access along the trail.

### OTTER POINT

#### **Elrose Community Park – Otter Point Community Hall Project**

- Design Planning: Architectural firm Studio 531 was awarded a contract to develop detailed site and building plans for the proposed community hall. A project kick off meeting was held in mid-January, and a site survey is underway to inform driveway access and site design.

#### **Wieland Road Trail Project**

- Trail Completion: The existing community-built nature trail adjacent to the Business Park will be realigned in several sections to remain within the road right-of-way and completed with gravel surfacing, representing approximately 450 m of new trail. Staff anticipate issuing a Request for Quotes in early March, with construction completed in spring 2026.
- Tree Removal: Tree removals within the incomplete section of the trail were completed on February 10 and 11, prior to the bird nesting window, to minimize environmental impacts.

#### **Admiral's Forest Community Park**

- Trail Maintenance: Staff removed several fallen trees and installed temporary warning signage for equestrians at the bridge crossing on the Pink Trail.

#### **Butler Trail**

- Trail Maintenance: An eroded culvert was armoured and trail surfacing restored with topdressing. Topdressing of additional eroded sections is ongoing.

#### **Otter Point Community Park**

- Site Maintenance and Safety: Staff removed marine debris from the beach and decommissioned an unauthorized trail that presented safety concerns and contributed to erosion.

### EAST SOOKE

#### **Seagirt Ponds Community Park**

- Trail Improvements: Anti-slip treads were installed on boardwalk sections to improve safety.

### OTHER UPDATES

#### **Community Parks Mapping and Inventory**

- Staff have initiated a project request with Technology and Digital Transformation to equip Juan de Fuca Community Parks staff with tools and training for GIS field data collection using ArcGIS Field Maps.
- This project will enable mapping of approximately 17 km of trail and various park assets (e.g., playgrounds, benches, garbage receptacles), resulting in a comprehensive inventory of community park infrastructure. The data will support detailed park and trail maps and inform long-term asset management planning.

**Community Parks Trail Counters**

- Eight infrared trail counters were purchased and will be installed in coming weeks.
- The counters will support collection of visitation data to inform budgeting, infrastructure planning, and maintenance priorities.

**Staffing**

- Hiring for a second auxiliary Parks Worker 2 is underway. This position will expand our team's capacity to maintain year-round service levels, support capital project implementation, and maintain continuity of operations during staff absences.

Submitted by:	Jessica Boquist, MA, Manager, JdF Community Parks and Recreation
Concurrence:	Iain Lawrence, MCIP, RPP, Senior Manager, Juan de Fuca Administration